

**POLICY, RULES AND REGULATIONS GOVERNING THE USE OF  
PALISADES CENTER FOR ACTIVITIES – COVID UPDATES**

**\*\*PLEASE RETAIN THESE RULES AND REGULATIONS FOR YOUR RECORDS\*\***

**Please initial each page or application will not be accepted.**

Center Hours: Monday - Saturday  
Sunday

10:00 am - 9:30 pm  
11:00 am - 7:00 pm

*For holiday hours, please obtain a schedule of special hours from the management office.
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**TABLING**

1. All groups are required to remain at their assigned location while fundraising/promoting their organization. No exhibitor is allowed to intercept guests in any way by calling to them or physically stopping them. Anyone disregarding this clause will be asked to leave the Center immediately and no monies will be refunded. Distribution of leaflets is not permitted outside or inside the Center. Placing flyers on cars is strictly prohibited. Printed matter may be distributed inside the Center only from your booth or table. No bumper stickers or self-adhesive type handouts will be permitted.
2. Groups are not permitted to store materials under tables at the end of the day, even if the group returns the following day. All packing cartons are required to either be concealed or removed from the exhibit before opening of the Center.

Organizations that are exhibiting during the holiday season are permitted one single, clear container under the table if they return the following day.

3. If a group is given permission by Palisades Center management to leave their table location prior to closing time, the group is responsible for folding all chairs and placing them completely beneath the table and out of view. Do not lean tables and chairs against the glass railings.
4. If the organization has more than one volunteer group shift, all names, shift leader contact information, and schedules will need to be submitted one (1) week in advance. Adjustments will be on-going and need to be forwarded each time.
5. All exhibitors will be required to bring their organization's tablecloths that express branding and tables are to be covered within two (2) inches of the floor with coordinating fabric that is wrinkle free. Plastic tablecloths are not permitted and Palisades Center will not provide replacements.
6. Use of lawn chairs is strictly prohibited.
7. All tabling signage and displays will be required to be reviewed by Palisades Center management. All sign holders must be metal in order to adhere to fire code regulations. Palisades Center does not provide sign holders.
8. Plastic tarps are strictly forbidden to cover tables overnight (or during breaks) due to fire code regulations.

## **COMMUNITY ROOMS – FOR TENANTS ONLY**

9. The community rooms are only permitted for meetings and training seminars.
10. Only 50 guests are permitted in one room in accordance with New York State's gathering ordinance.
11. The only guests present during the time of the reservation are members of the organization, no outside exhibitors are permitted at this time. If you have a guest speaker, please let the Marketing Team know.
12. If desired, all exhibitors will be required to bring their organization's tablecloths that express branding for tables within the common areas. Plastic tablecloths are permitted within the rooms only.
13. Palisades Center assumes no responsibility for property of exhibitor and property cannot remain in the rooms overnight.
14. Private or company parties are not permitted in the community rooms. Only light refreshments including bottled drinks are permitted. If the group is found having such events in the rooms, the clean-up fee will apply. Garbage must be removed by the organization to the dumpsters on site. If after inspection of the community room by Palisades Center management, the room is found to not have been left in an acceptable condition, a clean-up charge of \$300.00 will be sent to your organization for payment.
15. Altering items in the community rooms is strictly prohibited, including but not limited to the thermostat(s), doorways, signage, electrical, etc.

## **STANDARD REGULATIONS AND POLICIES**

16. Please carefully review our Healthy Shopper Guidelines with Center for Disease Control recommendations and requirements for visiting Palisades Center.  
  
Link: <https://bit.ly/2Q9UuLE>
17. Under no circumstances, unless prior written approval from Palisades Center management is granted, are there to be any outside interests brought into the Center that directly compete with the merchants/tenants of the shopping center.
18. Palisades Center promotes the well-being and success of all not-for-profit and profit organizations, and strongly discourages discrimination, violence, and bullying. Palisades Center management reserves to the right to cancel, suspend, or expel a group with little to no warning. This includes arguing, belittling, harassing, and/or a form of aggressive behavior towards any member of the management team. All locations and equipment are supplied on a privileged basis.
19. The Landlord has the right to cancel any agreement as specified in an individual contract. Palisades Center cannot guarantee the space. Space providing, Palisades Center may relocate your organization to another part of the Center.

20. Applicant assumes full responsibility for damage or losses to merchandise and personal items and liability for personal injury resulting from negligence; to release Palisades Center, Eklecco Newco LLC. and Pyramid Management Group, Inc. from all claims wherefrom. Damages - persons or groups violating the rules will pay for any damages caused to or expenses incurred by the Center as a result of the violations. Security deposit may be required upon request.
21. All equipment including tables, chairs, and others are subject to availability. No exhibitors will be permitted to bring in their own tables or chairs due to our fire code regulations, including lack of equipment available.
22. All groups are required check-in and -out with Security upon arrival (Level 3, behind Wendy's). Group leaders are to fill out the form entirely (in clear print) and sign-out when they have finished their shift. If failure to do so, the group will be suspended and if continued offense, the group will face expulsion.  
  
Group leaders are not permitted to tell guards on the floor making their rounds.
23. Set-up and tear down activity in the common area of the Center for events must happen before 10:00AM/after 9:30PM Mondays through Saturdays or before 11:00AM/after 7:00PM on Sundays. Nothing may be moved into or through the common area during operational hours. Permission to set-up or tear down a set during operational hours must be obtained from Palisades Center management prior to the event.
24. All large equipment and delivery of packages can only be accessed through one of the loading docks and will need to travel by freight elevator and through the back hallways.
25. Detachable table extensions and table leg extenders are strictly prohibited and cause for liability. If a group is found using either while exhibiting, the Landlord has the right to terminate all forthcoming reservations.
26. Profit organizations are required to submit a check for \$500.00 per use of the space and \$200.00 for merchants/tenants within Palisades Center when application is submitted.
27. There is no charge to use the common area of the center or Community Room by non-profit/not-for-profit and charitable organizations once the requested documentation is submitted within four (4) weeks to the upcoming event(s). If failure to submit, the organization will be charged as a profit organization.
28. The Landlord reserves the right to terminate this agreement if the exhibitor violates any terms of agreement or if display is found to be unacceptable by Palisades Center management. This includes groups that consistently do not show up for reservations.
29. Palisades Center assumes no responsibility for property of exhibitor.
30. Displays are limited in heights to six (6) feet, unless prior written approval is obtained from Palisades Center management.
31. No display will block any doors, display windows, emergency/fire exits, or fire hydrants.

32. No signs, posters, banners, etc. may be attached to any center property or structure. Please keep all signage off the painted columns or doors throughout the Center.
33. Signs and other display material must be professionally printed and approved by Palisades Center management. All sign holders must be metal in order to adhere to fire code regulations. Palisades Center does not provide sign holders.
34. Sign displays must be operational during all Center hours. Do not hang any posters to walls, columns, doorways, or railings. If found on any of the following, they will be discarded immediately without warning.
35. Displays are to be kept neat at all times. Leave your area as clean as the way you found it. Clean area of debris and remove trash daily. Do not rely on our housekeeping to clean after your group. Clean-up fees are \$300.00 per day.
36. Equipment is not allowed to be left in the common area and/or community rooms overnight. All groups are required to remove their set up at the end of their requested time(s). Failure to remove will result in \$250.00/per day fine. NO exhibit shall be moved during operational hours.
37. If an invoice has been sent to a group and payment is not received within thirty days, the group will be suspended until payment is received.
38. Exhibitors wishing to use audio equipment must have prior written approval of Palisades Center management and keep the volume at a reasonable level. Palisades Center does not provide audio or visual equipment support of any kind.
39. Balloons, glitter, and confetti are strictly forbidden in the common areas and community rooms, no exceptions.
40. Storage cages are subject to availability and may be leased for a fixed fee. If your organization is interested in leasing a storage cage, please contact the management team.
41. Risk of injury: persons entering upon the premises of the Center for the purposes described in these rules do so at their sole risk. Neither the Center nor any of its owners, beneficiaries or agents shall have any liability for injury to such persons except liability arising from the willful misconduct of the Center's agents or employees.
42. While you are exhibiting at Palisades Center, employees or volunteers are required to park at least fifteen (15) spaces away from the structure.
43. The assigned location will be the discretion of Palisades Center management and is subject to change at the discretion of management. Please check in with the Marketing Department at (845) 348 - 1005 the week prior of your scheduled event to verify your location.
44. All groups must be insured in accordance with the insurance requirements listed below. All insurance certificates must be received no later than three (3) weeks prior to the day of the scheduled event. Failure to provide insurance will result in cancellation of date.

## PALISADES CENTER INSURANCE REQUIREMENTS

- One million dollars (\$1 million) liability insurance certificate from your insurance carrier
- The certificate must be as follows (see attached sample):
  - Name EKLECCO NEWCO LLC. and Pyramid Management Group LLC as additional insured
  - State the type of event (i.e. demonstration, fashion show)
  - State the date(s) of the event(s)
  - Be dated within 30 (thirty) days prior to the event
- Certificates may be faxed (845-348-1774) however a hard copy must be received as well
- All insurance certificates must be received no later than three (3) weeks prior to the day of the scheduled event. **Failure to provide insurance will result in cancelation of date.**